Headquarters East

Labor-Management Partnership Council

COUNCIL MINUTES
December 9, 1998
2 – 4 p.m.

Approved: _____ _____
Management Co-Chair / date   Union Co-Chair / date

Attendants:
For Management: Mary Beth Skupien, Jennifer Hovencamp, Richard Crooke
For the Union: Balerma Burgess, Ann Brown, and Bonnie Matheson

The first discussion was about the minutes for the meetings on September 9, 1998, and November 24, 1998. Corrections were made and were going to be given to Tony Kendrick.

Ms. Hovencamp distributed copies of handouts from the Secretary's Conference on the Quality of Work Life (QWL), which Ms. Matheson had mentioned in her presentation at the November 24 meeting.

The Council agreed to take on the responsibility for the QWL plan for Headquarters East. As a result, the creation of an ad hoc subcommittee to handle the QWL plan for Headquarters East was discussed. Each member of the Council was going to talk to coworkers about being on the subcommittee. The subcommittee would work on the QWL plan and report to the Council.

Ms. Hovencamp informed the Council that the authority for approving requests to work at home (telecommute, Flexiplace, etc) has been delegated to second line supervisors. The authority used to be with the Director, IHS; but, it has been redelegated to Area Directors and, then, second line supervisors via the policy signed in 1998.

Mr. Crooke discussed Y2K (year 2000) compliant activities. He informed the Council that IHS must be compliant by March, 1999. He explained how in order to be Y2K compliant, each PC would be updated individually. He will be sending out information to all employees early in January. He told the council that each office is responsible for acquiring hardware, not his office. Mr. Crooke also informed the Council that employees who load their own personal software on their PCs will be responsible for ensuring that this software is Y2K compliant.

Additionally, we discussed that the Union wanted to have representation at the ADP Coordinator meetings, since in many cases ADP Coordinators were not notifying Program staff about IT changes, upgrades, etc., and the Union wanted to have a better feel of what was happening. Mr. Crooke agreed that all HQE staff needed to know what was coming down the road, and from this point out all HQE users would receive information (in advance) on any IT changes, upgrades, etc., at the same time via e-mail from him. Consequently, the Union felt that it was not necessary that they participate at the ADP Coordinator meetings; however, Mr. Crooke stated that Union representation is more than welcome. He further stated that a meeting with the ADP coordinators was going to take place to discuss the new procedures for employees to request help from OIRM. This discussion led to a few other questions, which are as follows:

Union Question: Were the ADP Coordinators going to be disbanded?

R. Crooke's answer: I needed to meet with the Coordinators, but I hoped that they would not disband, even though there were changes being made. I feel that the ADP Coordinators are still in integral part of IT support at HQE. I feel that the changes being made provided more efficient IT service for all HQE staff.

Union Question: Why would there be a need for Coordinators, since I would be notifying all HQE staff, via e-mail, of changes, and all HQE staff could call the "Help Desk"?

R. Crooke's answer: I stated that the Coordinators would still be able to provide technical support to their end-users and in cases where end-users relied on their Coordinators, there would be very little change for those Coordinators.

At the completion of this discussion, it was determined that software/hardware issues were resolved.

Regarding the status of career ladder positions, Ms. Hovencamp stated that all job announcements will be sent to the Chief Steward. Ms. Skupien brought up that mentoring and supporting the lower level employees should be an ongoing activity by all management.

There was a brief discussion of why the telephone installation had been delayed. It had been delayed because of the OMB passback cycle and meeting the deadlines. The Division of Administrative Services will provide the Council with a new schedule for the installation.